

Pervasive Developmental Disorder Program Responsible Party Directed Care Enrollment Information

At the time the Service Coordinator is assisting the parent/legal guardian with applying for EIBI services through the PDD Program, the Service Coordinator will determine the parent's/legal guardian's interest in the Responsible Party Directed Care option. If a parent/legal guardian expresses an interest in serving as the Responsible Party, the Service Coordinator will give them the document **Pervasive Developmental Disorder Program Responsible Party Directed Care Enrollment Information (PDD Info-Sheet 8)** and, document this decision in the child's record. Once the child is awarded a slot in the PDD Program, the Service Coordinator will take the parents through the Responsible Party Enrollment Process. If a parent/legal guardian desires more information about this option, the Service Coordinator will give them the document **Pervasive Developmental Disorder Program Responsible Party Directed Care Enrollment Information (PDD Info-Sheet 8)**. The parents/legal guardians will be encouraged to contact the Service Coordinator if they decide to serve as the Responsible Party.

Participant-Direction of Services

The Pervasive Developmental Disorder (PDD) Program offers the participant's parent/legal guardian the opportunity to direct the participant's services with employer authority. Because all participants in the PDD Program will be minors, a Responsible Party (i.e. a parent or legal guardian) must be identified to act on behalf of the child participating in the PDD Program. Having employer authority means the Responsible Party has decision-making authority over the Line Therapists who provide Early Intensive Behavioral Intervention (EIBI) services.

Responsible Party Enrollment

A parent/legal guardian who desires to act in the capacity of Responsible Party must complete the Responsible Party Enrollment Process prior to assuming any duties. Once all required documentation is received by the Jasper County Board of Disabilities and Special Needs, it will take approximately 3 to 5 working days to complete enrollment. The enrollment process includes the following provisions:

- Pre-Screening Assessment: The child's Service Coordinator is required to complete the **PDD Program Pre-Screening Assessment of Responsible Party (PDD Form RP 1)** for any parent/legal guardian interested in serving as a Responsible Party. Those serving in the capacity of Responsible Party must have no communication or cognitive deficits that would interfere with their representation of the child participating in the PDD Program. The parent/legal guardian must meet the requirements set forth in the Pre-Screening Assessment to serve as the child's Responsible Party.
- Completion of the Responsible Party Enrollment Packet: The Service Coordinator will assist the parent/legal guardian with completing all forms identified under the Responsible Party

section of the **Checklist of Items Needed for PDD Program Responsible Party-Direction of Services (PDD Form RP 2)** and, assure that the below documents are obtained. Once all information is gathered, the Service Coordinator will forward all documents to the Jasper County Board of Disabilities and Special Needs.

1. SS-4 Application for Employer Identification Number
2. 8821 Tax Information Authorization
3. 2678 Employer Appointment of Agent
4. PDD Program Responsible Party Information Sheet (**PDD Form RP 5**)
5. Current PDD Program budget authorizing number of units approved (**Will not be available until Initial Assessment has been completed**)
6. Copy of Federal Identification Number once assigned (**This information will be provided later**)

The parents/legal guardians who are screened in and agree to act as the Responsible Party will be required to fulfill the following duties:

- Recruit Line Therapists: this may be accomplished by seeking referrals from family and friends, advertising in the local news paper, posting notices at church, asking the EIBI provider, etc.
- Verify Line Therapists qualifications: utilize the **PDD Program Line Therapist Qualifications Checklist (PDD Form RP 15)** as a guide to what information the Line Therapist must submit to the Responsible Party to document their qualifications and, what information the Responsible Party must obtain from other entities (i.e. SLED and DSS) prior to the Therapist being hired. Once the Responsible Party gathers this information, it will be submitted to the Service Coordinator who will check the information for accuracy and completeness and, forward it to Jasper County Board of Disabilities and Special Needs who is the Financial Management Services provider for the PDD Program Responsible Party-Direction of Services. All information must be verified and updated as required on or before the Line Therapist's anniversary of hire.
- Hire Line Therapists: ensure that all forms in the Line Therapist Enrollment Packet are completed and copies of all required documents are submitted to the Responsible Party. Once the Responsible Party gathers this information, it will be submitted to the Service Coordinator who will check the information for accuracy and completeness and, forward it to Jasper County Board of Disabilities and Special Needs who is the Financial Management Services provider for the PDD Program Responsible Party-Direction of Services.
- Supervise Line Therapists: Assure that the Line Therapist reports to work on time, completes assigned tasks and submits all paper work (e.g. charts, logs, graphs, etc.) as required per the child's plan.

- Determine Line Therapists duties consistent with the child's plan developed by the EIBI provider: this should be done with assistance from the Consultant. The Consultant will be responsible for conducting any training necessary.
- Develop work schedules for Line Therapists: These should be consistent with the plan developed by the EIBI Consultant and the Consultant should be informed as to what days and times each Therapist will be working. At no time should the hours scheduled per week exceed what has been authorized for the child.
- Verify time worked by Line Therapists and approve time sheets: the Responsible Party should not sign the **PDD Program Responsible Party Line Therapy Daily Log (PDD Form RP 16)** if the information submitted is not accurate (e.g. tasks identified as completed but were not completed, hours recorded as worked but were not worked)
- Evaluate performance of Line Therapists: It is recommended that the Line Therapist's performance be evaluated at least every six months by the Responsible Party with input from the EIBI Consultant. Criteria might include reporting to work as scheduled, promptness and accuracy with submitting reports and other documents.
- Terminate Line Therapists: If a Line Therapist is terminated, the Responsible Party should immediately inform by phone the EIBI Consultant, the Service Coordinator and Jasper County DSN Board. It is recommended that the Line Therapist receive confirmation of the termination by letter, copied to the aforementioned agencies.

Line Therapist Enrollment and Authorization for EIBI Services

Individuals selected by a Responsible Party to provide Line Therapy services must complete the Line Therapist Enrollment Process and receive an authorization for services from the child's Service Coordinator prior to assuming any duties. Once all required documentation is received by the Jasper County Board of Disabilities and Special Needs, it will take approximately 5 working days to complete enrollment. The enrollment process includes the following provisions:

- Completion of the Line Therapist Enrollment Packet: The Service Coordinator will assist the Responsible Party and the selected Line Therapist with completing all forms identified under the Line Therapist section of the **Checklist of Items Needed for PDD Program Responsible Party-Direction of Services (PDD Form RP 2)** and, assure that the below information is obtained. Once the Service Coordinator receives all completed forms and the **PDD Program Line Therapist Qualifications Checklist (PDD Form RP 15)** and its required documentation from the Responsible Party, the Service Coordinator will review the information to assure that all Line Therapists hired meet the requirements for their position as specified in the standards. Once all information is verified, the Service Coordinator will forward all documents to the Jasper County Board of Disabilities and Special Needs.

1. I-9 Employee Eligibility Verification

2. W-4 Employee's Withholding Allowance Certificate
3. PDD Program Line Therapist Information Sheet (**PDD Form RP 8**)
4. Electronic Funds Transfer and Payroll Tax Deduction Authorization (**PDD Form RP 9**)
5. PDD Program Employee Payment Agreement (**PDD Form RP 10**)
6. PDD Program Line Therapy Responsibilities Agreement (**PDD Form RP 11**)
7. PDD Program Responsible Party-Directed Line Therapy Services Liability Statement (**PDD Form RP 12**)
8. Copy of Social Security Card
9. Copy of Driver's License (If no driver's license submit a copy of an official State ID Card)
10. Copy of Voided Check
11. Completion of the **PDD Program Line Therapist Qualifications Checklist (PDD Form RP 15)**: All information must be verified prior to the Line Therapist working with a child and, information must be updated annually as required on or before the Line Therapist's anniversary of hire. The **Line Therapist Qualifications Checklist** indicates that all Line Therapist must:
 - Be at least 18 years old and a high school graduate
 - Be able to speak, read and write English
 - Have documentation of current First Aid Certification (must be renewed at least every three years)
 - Have documentation of current CPR Certification (must be renewed annually)
 - Have documentation of receiving training in Confidentiality, Accountability, and Prevention of Abuse and Neglect
 - Have documentation of receiving at least 12 hours of training in the implementation of applied behavior analysis to include at least 3 hours of autism and PDD specific training
 - Have documentation of receiving the required annual in-service training of at least 5 hours in the implementation of applied behavior analysis, autism or PDD specific training

- Have documentation of a clear background check conducted by the Responsible Party and at least annually thereafter in the following areas:
 - a. Not listed in the DSS Child Abuse Central Registry
 - b. Have no felony convictions as determined by an officially obtained SLED report
 - c. Provide a copy of current, valid driver's license
 - d. PPD Tuberculin Test (See Attachment 9-A for standards)
- Authorization for Services: Once the Jasper DSN Board has completed the enrollment process, they will inform the child's Service Coordinator. Upon receiving this notification, the Service Coordinator will have two (2) working days to complete and submit the appropriate service authorization to each Line Therapist hired by the Responsible Party. Copies of the authorization will be sent to the Responsible Party, the Jasper DSN Board and DDSN Cost Analysis. If the child is receiving EIBI services through the PDD Waiver, the Service Coordinator will complete and submit the **Authorization for PDD Waiver Responsible Party Line Therapy Services (PDD Form RP 17)**. If the child is receiving EIBI services through the PDD State Funded Program, the Service Coordinator will complete and submit the **Authorization for PDD State Funded Responsible Party Line Therapy Services (PDD Form RP 18)**.

Financial Management Services

Financial Management Services (FMS) are mandatory and play an integral role to Responsible Party direction of services. A governmental entity and/or another third-party entity must perform necessary financial transactions on behalf of the PDD Program participant. The entity contracted to provide FMS for the PDD Program Responsible Party-Direction of Services is the Jasper County Board of Disabilities and Special Needs (JCBDSN). Payment made to JCBDSN for providing this fiscal service does not come from the participant's budget. The services provided by JCBDSN as the FMS entity will include but not be limited to:

- Assuring that all forms required for participation in the Responsible Party option have been submitted to include supporting documentation verifying that the Line Therapist's minimum qualifications and all required background checks have been completed
- Reviewing submitted timesheets to verify accuracy and completeness (i.e. the hours recorded per day/week do not exceed the hours allowed/awarded; there are no errors in computation; all signatures, dates, times, and other required information is recorded)
- Processing submitted timesheets of Line Therapists for payment (**PDD Program Responsible Party Line Therapist Daily Log PDD Form RP 16**)

- Processing payroll, withholding, filing and payment of applicable federal, state and local employment-related taxes and insurance
- Receiving and disbursing funds for payment of responsible party directed services per an agreement with the Department of Disabilities and Special Needs (DDSN)
- Providing other entities specified by DDSN with periodic reports of expenditures and the status of the responsible party budget

Potential Advantages and Disadvantages of Responsible Party Directed Care

Utilizing the Responsible Party option is an individualized decision that can be exercised at any time during the child's participation in the PDD Program. As with any programs, there are potential advantages and disadvantages that should be considered by the parent/guardian.

Advantages

- Having more parents/guardians who act as Responsible Parties may increase the number of EIBI Consultants. Some Consultants who are not currently on the qualified provider list may be unable or unwilling to hire Line Therapist as their employees.
- Families may be able to quickly locate and hire Line Therapist as they are most familiar with their community and individuals who have an interest in serving in this capacity.
- Parents/legal guardians who feel the need will have more control over their program.
- EIBI Consultants may be more available at a quicker rate if a family contacts them with only coordination services needed - eliminating the Consultant's responsibility for advertising, interviewing, conducting background checks, etc.

Disadvantages

- For many families, this may prove to be a challenging endeavor. Finding and maintaining staff is very challenging. The family member must become a business manager.
- This will decrease the Consultant's control over the program.
- The line therapist may develop a feeling as an advocate for the family instead of a true team player.
- Working with more than one family would make the Line Therapist a better qualified Line Therapist (experience). The probability of being used for several families would be greater if the Line Therapist is part of a team as oppose to a 'hired by one family' situation.

Miscellaneous Information

- DDSN will furnish the Jasper County Board of Disabilities and Special Needs with a list of all children who have a Responsible Party. This list will contain the number of weekly hours authorized for each child. Jasper will be informed by fax and electronic correspondence when changes to the list occur (i.e. additions or deletions of participants, changes in authorized hours).
- In order for payroll to be processed in a timely fashion, each Line Therapist will be required to submit the **PDD Program Responsible Party Line Therapy Daily Log (PDD Form RP 16)** to the Jasper County Board of Disabilities and Special Needs bi-weekly. When the Line Therapist completes their two-week 14 day pay period, Sunday through Saturday, that timesheet log is due by the following Wednesday (e.g. the pay period runs from Sunday, January 6 – Saturday, January 19 and the timesheet is due by Wednesday, January 23). If the Log is not received by the due date, the Therapist will be paid the following pay period. If an unsigned or otherwise incomplete Log is received, the Therapist will be contacted by the Responsible Party or the Jasper County Board of Disabilities and Special Needs and asked to resubmit a completed Log. The Jasper County Board cannot cut special checks under any circumstances (i.e. those who are late in sending their logs, those who submit logs with errors, to reimburse parents who pay Line Therapist in advance).
- Line Therapists may mail the **PDD Program Responsible Party Line Therapy Daily Log (PDD Form RP 16)** to Colleen Walker at: Jasper County Board of Disabilities and Special Needs, P.O. Box 747, Ridgeland, South Carolina 29936. The log may be sent by fax at (843) 726-4091.
- The Responsible Party is ultimately responsible for ensuring that hours are reported accurately on the **PDD Program Responsible Party Line Therapy Daily Log (PDD Form RP 16)**. If there is a discrepancy with the Log, someone from the Jasper County Board of Disabilities and Special Needs payroll office will call the Responsible Party to verify the information and/or make a decision as to the accuracy of the Log. Discrepancies will include but not be limited to:
 1. The total weekly hours worked exceed the total weekly hours authorized
 2. The cumulative Time In/Out hours are not consistent with the total weekly hours recorded
 3. The Log has not been signed by the Line Therapist
 4. The Log has not been signed by the Responsible Party

- Any hours recorded weekly that exceed the weekly hours authorized for the child will not be considered for payment during any pay period.
- Line Therapists with payroll questions should contact Colleen Walker of the Jasper County Board of Disabilities and Special Needs at (843) 726-4499 ext. 225 or toll free at 1-800-498-9886.
- Line Therapists will be paid \$12.30 per hour and Jasper County will be responsible for withholding the appropriate state and federal taxes. This is a set rate.
- Therapy hours that are missed during a week shall not “roll over” or be carried forward as a balance to be used the following week or at any time in the future.
- Line Therapists are encouraged to contact the local DSN Board to determine the possibility of the Line Therapists receiving First Aid and CPR training through the Board if space permits. The cost of receiving this training through the local Board may be less than the cost of the same training offered through other venues. The contact information may be obtained from the individual acting as the Responsible Party or the child’s Service Coordinator. All cost related to this training will be the responsibility of the Line Therapist.
- The Responsible Party must conduct the required background checks (SLED and DSS Child Abuse and Neglect Central Registry) on each Line Therapist they desire to employ prior to the Therapist working. The Jasper County Board of Disabilities and Special Needs will reimburse the Responsible Party the cost of the background check, not to exceed \$50 per Line Therapist. The Responsible Party must submit to Colleen Walker of the Jasper County DSN Board, the **Responsible Party Line Therapist Invoice (PDD Form RP 19)** and appropriate receipts confirming the background checks were completed before reimbursement is made. The total reimbursement over the duration of EIBI services for a child will not exceed \$300. Once this limit has been reached, no further reimbursement to the Responsible Party will be made and, all costs associated with conducting the required background checks will be borne by the Responsible Party.
- While family members/relatives can be hired as Line Therapists, state Medicaid Policy does not allow the following family members/relatives to be paid for providing care or services to Medicaid recipients under any circumstances:
 1. A parent of a minor Medicaid recipient
 2. A step parent of a Medicaid recipient
 3. A foster parent of a Medicaid recipient
 4. Any other legally responsible guardian of a Medicaid recipient

- If the Responsible Party option is selected, all Line Therapists who provide EIBI services to the child must be employed by the child's Responsible Party. The payroll structure will not support billing for EIBI services from two separate employers.